

# 1. Assessment Plan - Four Column



## PIE - Student Services: Upward Bound Unit

### Where We Are: Analysis and Summary

#### 2017-18

**Contact Person:** M. Nayeli Madero

**Email/Extension:** mnmadero@mtsac.edu/ 5985

**Program Planning Dialog:** 2017/2018 was the first year of the current 5-year grant cycle for Upward Bound (UB). UB has an approved plan of operation that includes a full description of program services, target students, participant recruitment and selection, as well as documentation of progress. Minor adjustments were implemented to ensure grant objectives were met and programming stayed within budget. Adjustments included streamlining tutorial sessions to 3 days per week, reducing overnight trips, and reducing external contracts.

**External Conditions, Trends, or Impacts (Student Services):** Staff and Director Turnover. Considerable time and effort was required of TRIO Coordinator to compensate for the absence of a program academic specialist and TRiO Director. Although funding for another 5-year grant cycle was secured, the Substantial staff turnover within the department is a trend that has the potential of impacting the program long term.

**Funding.** There was pressure from U.S. Department of Education to make full use of approved funding. Mt. SAC's 2017/18 UB allocation had unspent funds, however a spending plan/budget was created to ensure that carryover was reduced in the next fiscal year. The unspent balance was caused by staffing vacancies and staff turnover. The hiring process at Mt. SAC is long and often can take many months, thus creating staffing shortages that impacts grant budgets, services to participants, and forces adjustments to plans.

Administration in Washington, D.C. has created unpredictable trends for funding for TRIO programs in general. This creates annual uncertainty regarding continued funding trends.

**Internal Conditions, Trends, or Impacts (Student Services):** Staffing. Staff and manager turnover in 2017/2018 impacted UB through the end of 2018. Temporary and newly hired classified staff also required time to get up to speed on how things work at Mt. SAC, thus impacting services to participants.

**Critical Decisions Made by Unit:** Associate Dean of Counseling is currently liaison and point of contact with the US Department of Education while the search for a TRiO Director takes place. After a lengthy search process, the vacant position of Academic Specialist was completed at the end of May. Program Calendaring including activities, excursions and number of tutors will reflect fiscal limitations and grant guidelines.

**Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:** College Acceptance. 100% of participating Seniors graduated with a high school diploma from La Puente and Ganesha High School's. 97% of our Seniors applied to college and submitted a FAFSA application. 94% are attending college in the fall of 2018, significantly higher than the grant goal of 55%. The majority are attending a UC or CSU campus. This success can be attributed to the individualized attention given to students within UB and to their exposure to colleges through our campus/university visits that expose students to a variety of post-secondary options.

**Notable Achievements for Theme B: To Support Student Access and Success:** Grant mandated objectives last reported to the department of Education:

Academic Performance-GPA. 79% of students earned a GPA of 2.5 or higher which exceeds our grant objective of 70%.

Academic Performance-Standardized Tests. 95% of our students achieved at the proficient level on state assessments in reading and language arts (CHASEE), which far exceeds our grant object of 45%.

Retention & Graduation. 100% of our students continued in school for the next academic year or graduated with a regular high school diploma which far exceeds our grant objective of 75%.

Graduation. 74% of our seniors who graduated completed a rigorous program of study (A-G) which exceeds our grant objective of 65%

Postsecondary Enrollment. 70% of our seniors who graduated from high school enrolled in college the fall immediately following graduation, this far exceeds our grant objective of 55%.

By successfully completing the aforementioned objectives, the Upward Bound Program earned 13.5 Prior Experience Points which will aid our grant proposal for the future grant funding competition.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** Program Support. The Upward Bound Program receives support from our Mt. Sac Administration and our target school liaisons. This support is shown on multiple levels from the placement of a full time TRiO Director utilizing District funds, to the ease in which we are accepted into the high schools. This positive relationship demonstrates the value of the program and the priority placed on serving students. Direct placement under a former TRiO Director allows for a level of understanding and advocacy for the TRiO Programs which is necessary in successfully completing its grant mandated objectives.

Staff contributed to a successful first year of the current five-year cycle (2017/18 - 2021/22.)

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:** Student First Mentality. Our program motto is truly "Students Come First" Our environment is very deliberately and intentionally warm and supportive. Though these concepts may seem opposites they are consistently put into practice in order to help counter areas in student's lives in which they may feel that they are not very important. This is shown in how they are welcomed into our program, the support and encouragement they receive, and the staff's willingness to go the extra mile. Students and their families are very perceptive and have expressed that they truly feel that they are in an environment where they are genuinely cared for, challenged and that their academic endeavors are taken seriously.

**Contributors to the Report:** Nayeli Madero, Stephanie Gonzalez

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**Upward Bound Participants -** Serve 70 eligible Upward Bound participants.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18  
**Goal Entered:** 09/01/2016

**Full Funding Requested -** Recruit 70 Upward Bound (UB) eligible students (35 each from Ganesha and La Puente High Schools) by making presentations at each high school to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process.  
 Informational material for UB to share with constituencies at target communities (flyers, brochures,

**Reporting Year:** 2017-18  
**% Completed:** 100  
 70 participants must be recruited on an annual basis. Therefore, this continues to be a recurring goal of the program. The resources needed continue to be the same. (06/28/2018)

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program applications, etc.).  
 Staff (Coordinator, Academic Advisor, Director, and Peer Mentors).  
 Mileage funding for multiple trips to-and-from Mt. SAC campus and high school campuses.  
 Access to faculty, counselors, prospective student participants and their parents.  
 Teacher & counselor recommendations.  
 Access to students' school information/records (once permission is granted by parents) to aid in selection process.  
 Snacks and refreshments for 2 parent information sessions (evening).  
 Success stories from current & past participants and parents.

**Describe Plans & Activities**  
**Supported:** Recruit 70 Upward Bound (UB) eligible students (35 each from Ganesha and La Puente High Schools) by making presentations at each high school to inform students, teachers, counselors, and parents of UB program offerings, eligibility criteria and selection process.  
**Lead:** UB Coordinator  
**One-Time Funding Requested (if applicable):** 200  
**Type of Request:** Marketing  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:** 70 participants who meet Upward Bound eligibility will be recruited.

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**Documentation Attached?:** No

**Parent Involvement** - Ensure project offers opportunities for parents to be engaged with their students' education.

**Status:** Active

**Goal Year(s):** 2016-17, 2017-18

**Goal Entered:** 07/01/2016

**Full Funding Requested** - Ensure project offers opportunities for parents to be engaged with their students' education.  
Staff & expert presenters at parent workshops, Saturday Academies.  
Snacks for evening or Saturday workshops/meetings.  
Meeting rooms at Mt. SAC and partner high schools to hold parent meetings.

**Describe Plans & Activities**

**Supported:** Ensure project offers opportunities for parents to be engaged with their students' education

**Lead:** Program Coordinator

**Planning Unit Priority:** High

**What would success look like and how would you measure it?:** Parents attend at least 2 workshops per year and 2 Saturday Academy meetings per year.

**Documentation Attached?:** No

**Reporting Year:** 2017-18

**% Completed:** 100

Facilities were reserved successfully and parents were provided 2 workshops during the academic year. This is a recurring goal and continues to be a program goal for the upcoming year. (06/28/2018)

**College Readiness** - Ensure project prepares students' college readiness

**Status:** Active

**Goal Year(s):** 2016-17, 2017-18

**Goal Entered:** 07/01/2016

**Full Funding Requested** - Staff: Coordinator, Academic Advisor, tutors  
Expert Presenters: Test preparation Instruction: Mt. SAC faculty to teach courses students enroll in during Summer Academy  
Facilities: to conduct weekly tutorial sessions at target schools; Mt. SAC classrooms for Saturday Academy workshops, classes, meetings  
Transportation: to make sure students have opportunity to visit

**Reporting Year:** 2017-18

**% Completed:** 100

An Upward Bound Tutor training course and materials were purchased to prepare the academic tutors provide quality tutoring to students struggling to fulfill A-G course requirements. An SAT/ACT preparation course was also purchased from a recommended vendor: "Study Smart Tutors". Excursions and Saturday Academies were also provided to participants to increase opportunities for college exposure. This is a recurring goal for the program. (06/28/2018)

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variety of college/university campuses and career exploration sites that will inspire/motivate them to pursue postsecondary education. Food: snacks for tutoring sessions, meals during Summer and Saturday Academies and fieldtrips/campus visits.

**Describe Plans & Activities**  
**Supported:** Ensure project prepares students' college readiness  
**Lead:** Program Coordinator  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:** UB participants make adequate progress in academic (GPA), standardized test, and completion of rigorous program of study each academic year.  
**Documentation Attached?:** No

**Academic Success Plan** - Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18  
**Goal Entered:** 07/01/2016

**No Funding Requested** - Staff: Academic Advisor and Project Coordinator  
**Describe Plans & Activities**  
**Supported:** Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.  
**Lead:** Academic Advisor  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:** Academic Success Plan on file for all participants and students use it to schedule courses that help them complete A-G course requirements.  
**Documentation Attached?:** No

**Reporting Year:** 2017-18  
**% Completed:** 100  
 All participants had individual consultations with the program academic specialist to create a high school academic success plan to help them plan for college and complete A-G requirements. This is a recurring goal for the program. (06/28/2018)

**Paid Internship Opportunities for**

**Partial Funding Requested** - Funding

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**program participants** - Provide Paid Internship Opportunities for program participants that are excelling academically and have a desire to explore career options in the medical field among other opportunities.  
**Status:** Active  
**Goal Year(s):** 2017-18  
**Goal Entered:** 06/28/2018

for marketing, uniforms and supplies. Stipends are an allowable cost per department of education grant guidelines however we are limited with purchasing uniforms and supplies such as needed  
**Describe Plans & Activities Supported:** A current partnership with Queen of the Valley Hospital will be strengthened and resources will be allocated to provide stipends for participating students.

This opportunity will provide students with applicable Career Exploration.

Students with financial limitations will be supported in purchasing uniforms and proper shoes to ensure all Upward Bound participants have the opportunity to participate in an internship regardless of financial limitations.

This opportunity will also provide a platform for professional development and resume building for participants as well as personal empowerment and financial gain via program stipend.

Student participation will also bring positive light to Mt. SAC, Student Services and Upward Bound.

**Lead:** Program Coordinator (Nayeli Madero), Program Academic Specialist (Stephanie Gonzalez)  
**One-Time Funding Requested (if**

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**applicable):** 10000  
**Type of Request:** Marketing, Non-Instructional Supplies  
**Planning Unit Priority:** Medium  
**What would success look like and how would you measure it?:** 20 out of 70 participants will be selected to participate in the paid internship opportunity.  
**Documentation Attached?:** No

**Technological Currency** - Develop program processes to begin tracking participant data via the Lacai Database.  
**Status:** Active  
**Goal Year(s):** 2017-18  
**Goal Entered:** 06/28/2018

**Full Funding Requested** - Temporary staffing dedicated to student and program data entry.  
**Describe Plans & Activities**  
**Supported:** Temporary staff member will be charged with the sole responsibility to transition the program from paper data tracking to the Lacai online database.  
**Lead:** Program Coordinator (Nayeli Madero)  
**Type of Request:** Staffing  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:** A successful transition from paper files and data tracking to a comprehensive and accurate online database.  
**Documentation Attached?:** No

**Alumni Networking** - To develop an active alumni base in order to strengthen and create long term support for the Mt. SAC Upward Bound program and participants.  
**Status:** Active  
**Goal Year(s):** 2017-18  
**Goal Entered:** 06/28/2018

**Full Funding Requested** - Funding for an alumni reunion to be held at Mt. San Antonio College.  
**Describe Plans & Activities**  
**Supported:** Program Alumni will be invited to participate in an alumni reunion on their sixth year graduation anniversary. This time frame correlates with our grant

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objective for college completion. In addition, an event like this can serve as a way of creating a mentorship program for current program participants and alumni professionals.

**Lead:** Program Coordinator

**On-Going Funding Requested (if applicable):** 5000

**Type of Request:** Non-Instructional Equipment

**Planning Unit Priority:** Medium

**What would success look like and how would you measure it?:**

Completion of an annual event in which the support base for the program is expanded as a result of the participation and contributions of Alumni.